



UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO
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C 475-C
1 Apr 04

From: Coordinator of Student Activities, Officer Candidates School

To: Officer Selection Officers
Marine Officer Instructors

Subj: SUMMER 2004 PREPARATION AND ACTIONS

Ref: (a) OCS Website www.ocs.usmc.mil
(b) OCS Preparation Brochure
(c) Officer Candidate Pre-shipping Checklist

1. The purpose of this letter is to aid you in the preparation of your candidates by providing them with access to the information they need to successfully reach and graduate OCS. It is also intended to give you access to the information most commonly requested as well as outline the actions necessary to create a smooth in-processing.

2. Course dates:

Class	Report Date	Grad Date	12 th District Report	Region Flight Manifest- Due	# of Candidate Drivers- Due
PLC-Jr, PLC-Sr, NROTC (1 st Incr)	040530	040709	040529	1300/ 040517	1300/ 040517
PLC Jr, PLC Sr, NROTC (2 nd Incr)	040711	040820	040710	1300/ 040628	1300/ 040628
OCC-186, PLC-C	040606	040813	040605	1300/ 040524	1300/ 040524

3. All candidates (except 12th Marine Corps Recruiting District) should arrive at Reagan National Airport, Washington, D.C. between 0800 and 1300 Eastern Standard Time, on the report date listed in paragraph (2). Exceptions must be requested/coordinated through the Coordinator of Student Activities office or those candidates may not receive transportation. Candidates driving POVs should arrive at Officer Candidates School no later than 1400 on the report date listed in paragraph (2). All candidates arriving must be in appropriate civilian attire (slacks and a collared shirt).

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4. Candidates from 12th Marine Corps Recruiting District should arrive at Reagan National Airport, Washington, D.C., between 1300 and 1800 on the report date listed in paragraph (2). **No candidate(s), from any district, should arrive before the report date listed in paragraph (2).**

5. All ECP/RECP/MCP Marines' orders should adhere to the times listed for all other candidates.

6. Candidate flight information should be consolidated at the regions then faxed to CSA at (703) 784-4059 ATTN: Captain Secher. E-mail is also acceptable, please address e-mail to: secherrm@tecom.usmc.mil. Provide flight/POV information NLT the date provided in paragraph (2). This information will allow for coordination of transportation and billeting for your candidates. An example format is included below (alternate formats that include the same information are acceptable, i.e. excel spreadsheet).

Arrival Date/ Time	Airline	Flight #	# of Passengers	Names
040711/1250	American	1342	2	Last Name, Ints. Last Name, Ints.
040710/1310	United	750	1	Last Name, Ints.

7. Unless coordinated prior to departure, all flights should arrive at Reagan National Airport. Additionally, the total number of candidates and a by-name roster of candidates traveling by POV are required from each region and should be submitted along with the Flight Information Roster.

8. If a candidate does not meet the Marine Liaison Team (wearing service "C") at their arrival gate the candidate should report to the baggage claim area at terminal "C". If they have any problems they are to call (703) 784-2351/2/3 or (703) 784-2077/2529.

9. Every reasonable effort will be made to transport candidates from Reagan National Airport to Quantico. However, due to limited assets, transportation can only be guaranteed during the hours stated in paragraphs (3 & 4). Should it be necessary for a candidate to secure his/her own transportation, the "Super Shuttle" van service at 1-888-258-3826 is available. Cost is approximately \$55.00 for the first person and \$8.00 for each additional rider. Taxicabs are also available. Make sure the candidates get a receipt. They will be able to file a travel

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claim while at OCS. Point of contact at OCS after working hours is the OCS Officer of the Day at (703) 784-2351/2/3.

10. Candidates can read exactly what they are required to bring to OCS on the website www.ocs.usmc.mil and in the OCS Prep Brochure. Ensure candidates pack their running shoes so they are easily accessible upon arriving at OCS. Candidates are highly encouraged to bring at least one pair of broken-in boots. This is not required, but highly recommended. Candidates will be authorized to wear broken-in black boots during PT and when in the field. Prior-enlisted Marines already possessing MARPAT utilities/brown boots should bring what they have. Prior-enlisted Marines who do not possess MARPATs will be issued MARPATs at OCS. Currently all candidates (including priors already possessing MARPATs) will receive a full issue of woodland/desert MARPATs and boots. Prior-enlisted Marines should not bring the old style woodland utilities. Prior-enlisted Marines are encouraged to bring extra boot socks, green tee shirts, and skivvies. Ensure they inform the receiving staff they have these items. Reference ALMAR 028/02 for the Combat Utility Uniform and Boot Guidance. Beginning in October 2004, prior-enlisted Marines will be required to bring 1 set of MARPAT woodland and 1 set of MARPAT desert, as well as 1 pair of brown jungle boots and 1 pair of brown ICBs.

11. All candidates are required to bring \$300 in cash for the purchase of the small and large bag issues. OCS will not lend them money or apply a checkage for their bag issue or other required costs. Candidates should not borrow money from other candidates while at OCS. A candidate that arrives without the required funds may be sent home if it is found that he or she is financially irresponsible. Basic overnight toiletry items such as razor, shaving cream, soap, deodorant, toothbrush and paste, towel, etc., should be brought for the first day. Candidates will be purchasing day-to-day usage items during the first two days of in processing. Purchase of the small and large bag issue is not optional. The items in this issue can be viewed on the OCS web page.

12. Candidates who are sergeants and above will receive a not observed fitness report once they depart OCS. After graduating OCS, candidates in the SMCR, AR, and active duty will receive FD reporting occasions, while IRR will receive CS. Candidates who do not graduate OCS and are disenrolled early will receive an FD report (Active, SMCR, AR, IRR). The candidate's parent command should give them a TD report before reporting to OCS. A candidate that is disenrolled from OCS at one of the designated

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evaluation boards due to an unsatisfactory evaluation will not receive an adverse report (unless there was a violation of the UCMJ). Candidate fitness reports will include a GPA, class standing, and any awards received while at OCS.

13. The following medical issues need to be addressed:

a. Active Duty and Reserve Marines on the ECP/RECP/MCP programs should hand carry their medical records to and from OCS.

b. Ensure all candidate physicals are current prior to check in at OCS (within the past five years). The five-year period may include the candidate's time at OCS.

c. Other additional medical paper work that is not already in the candidate's medical record must be hand carried and presented during medical in processing. All aviation contract candidates must have their aviation-related physicals completed prior to arriving at OCS. OCS is not the time or place to complete unfinished business regarding flight physicals.

d. All female candidates should have the results of a current pap smear in their medical record (within one year).

e. Candidates who wear glasses are required to bring at least one pair of glasses to training (two pairs are recommended). Candidates will be issued military eyeglasses within 3-5 days of arrival. In order to receive military issue eyeglasses, candidates are required to either hand-carry their new eyeglass prescription or wear/take a pair of glasses to Medical during in processing so Optometry can scan the prescription. OCS Medical does not process faxed-in prescriptions. Contact lenses are not authorized for wear while at OCS. Candidates should not arrive at OCS wearing contact lenses.

14. Candidates who are married, divorced and/or claiming children (including illegitimate) must take care of all issues/documentation prior to arriving at OCS. Copies of that documentation should be brought to OCS. Documents include: marriage certificate, divorce decrees, birth certificates, court documents (child support), and adoption papers.

15. It is advised not to break your lease, move your dependents to Quantico, have your house packed up, or begin the process of moving out of base housing prior to arriving at OCS. Unforeseen

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injuries or unsatisfactory evaluations may prevent a candidate from continuing with the course.

16. OCS will not authorize time off from the training schedule for candidates to get married. All marriage issues should be taken care of prior to arriving at OCS. All candidates need to be aware of the Marine Corps policy regarding fraternization.

17. If family members are staying at an address other than the candidate's home of record (at parents/in-laws for example), that address should be provided. If housing expenses are being paid at this address, a notarized letter outlining these expenses should be provided.


18. Rental/Mortgage agreements and vehicle registration/insurance papers (if POV) must be hand carried and presented upon initial in processing if the candidate is on PCS orders.

19. Candidates are not authorized to bring personal weapons (knives, handguns, rifles, ammunition, etc.) to OCS.

20. ECP/RECP/MCP (active and reserve), must hand carry their SRBs, Medical and Dental Records, for turn-in during in processing.

21. Candidates driving POVs will be instructed where to park their vehicles upon check-in.

22. Point of contact is the Coordinator of Student Activities at DSN 278-2077/2529 or Comm (703) 784-2077/2529.



R. M. SECHER

